

**MEETING MINUTES OF THE HYBRID
ARLINGTON COUNTY COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE**

January 3, 2024

The Community Development Citizens Advisory Committee convened its meeting at 6:30pm on Wednesday, January 3, 2024.

PRESENT (IN-PERSON) Lara Malakoff, Chair
Jennifer Bodie
Lincoln Cummings
Tim Denning
Steven Gallagher
Margaret McGilvary
Walter Sargent

PRESENT (VIRTUALLY) Greg Bramham, *participated virtually from home (via Teams)*
Cristopher Conception, *participated virtually from home (via Teams)*
Maccoy Kauffman, *participated virtually (via Teams)*

STAFF Caitlin Jones, Jennifer Daniels, Rolda Nedd, Elizabeth Matlock

1. *RACE to Rebuilding Trust and Community NOFA Overview (Information)*

Elizabeth Matlock, from the Arlington County Manager’s Office, presented the RACE to Rebuilding Trust and Community NOFA. Through this new program, Arlington County intends to eliminate, reduce, and prevent racial and social inequities and disparities to improve outcomes for those who have been historically marginalized and including Arlington nonprofits who may apply for grants. This NOFA will provide grants to Arlington nonprofits to implement a program or project in direct response to a demonstrated community or human service need identified through their experiences. It also provides grants to support the day-to-day functions for organizations who demonstrate how their operations will be enhanced to meet the direct needs of residents in the communities they serve.

Elizabeth provided an overview of the funding source, eligibility, timeline, review criteria and history of how the NOFA was created and socialized with the nonprofit community. There was also discussion about the various training opportunities that were provided for interested applicants, intended to make the application process as transparent as possible. There is no cap to how much can be awarded and funding can be provided for a range of health and human services programs.

One Commission member asked how many interested applicants attended the training sessions. Staff answered that there were about 35 to 40 participants at the first two sessions and then participation dwindled for the last two.

There was concern from Commissioners about the overlap between the RACE NOFA as compared to the Community Development Fund NOFA and whether there was overlap between the two funding sources. Staff responded that while there is some overlap between the two programs, one will not replace the other.

Another CDCAC member wondered why the RACE to Rebuilding Trust NOFA funding was not folded into the Community Development Fund pool of funding. Elizabeth responded that historically, the funding that is provided in the RACE NOFA was given to nonprofits on a recurring basis through the base County

budget, based on relationships between the nonprofit and the County. There were mixed benefits to this situation but the County thought it was best to ensure that this funding was provided competitively, through a new process that had priorities that were not addressed through other funding sources (i.e. emphasis on racial equity).

Another Committee member asked what types of programs have applied for the funding. Elizabeth replied that they have received applications for housing programs, a community theater, health-related programs, and more.

CDCAC members also asked how County staff will ensure that there will not be duplication between applications receiving funding through this new source and through the Community Development Fund. Staff responded that Housing staff will coordinate with the county Managers Office to determine which organizations are receiving funding, and will involve staff coordinating the RACE NOFA in the CD Fund process going forward.

Housing staff asked whether there is a monitoring process or something in place to assess program performance. Elizabeth responded that there will be site visits and a reporting schedule required of participating organizations.

Another Committee member asked if there would be another Citizen Advisory Board reviewing applications. Elizabeth responded that there will be a review committee comprised of both County staff and citizen participants. It is a volunteer position but community members will be compensated for participating. Staff received the minimum threshold of applicants to serve on the review committee.

Another Committee member asked how many applicants have applied for funding and Elizabeth responded 41 applicants.

CDCAC asked whether it is common that reviewers are compensated similar to what will happen with the new RACE NOFA. Jennifer Daniels responded that staff has asked about compensating Commissioners and that is typically not County policy. CDCAC asked staff to look into this question further.

Another CDCAC member asked how the review committee will be asked to review capacity of the organizations applying. The application asked organizations to provide information about staffing and budgets to be able to assess organizational capacity. Elizabeth mentioned that the process was trying to be flexible on capacity in some respects to be able to support organizations that might be smaller or have less experience and might not be competitive under other grant programs.

A Committee member asked if the staff managing the NOFA process are looking at reviewer capacity and experience in reviewing grant proposals. Elizabeth responded that they are looking to recruit reviewers with some experience but are also providing training to those who are selected.

- [Updated RACE to Rebuilding Trust & Community NOFA Application](#)
- [Timeline for the RACE to Rebuilding Trust & Community Notice of Funding Availability.](#)

2. *CSBG Quarterly Report (Information)*

Rolda Nedd provided an overview of the CSBG program performance for fiscal year 2023. The overview included what types of programs were funded, demographics of beneficiaries including age, gender race, household income, housing status and total amount of funding allocated. Around 1,000 families were served through the CSBG program in FY 2023 and 1000 individuals and as far as the age breakdown, most were in the 18 to 59 range. The report also shows the racial and ethnic breakdown of

CSBG beneficiaries, 20% percent of clients being white and 28.5% being Black or African American. As far as program type, 46% of the programs are employment programs, 31% are health-related and 23% are education-related programs.

One Committee member asked about the total budget number shown on the report, which was \$5,721,019. Staff responded that because the County's CSBG program is managed by a public Community Action Agency, the entire Housing Division budget is counted as the agency budget.

Another member asked about volunteer hours as listed on the report. Staff responded that total volunteer hours were not captured appropriately in the report. Several programs report volunteer hours, and those are always captured in the CAPER report that is published each September.

- [FY 2023 CSBG Dashboard](#)

3. *Staff Report*

Staff is currently working the FY 2025 budget recommendations, which will be released as part of the County Managers budget in February.

Staff is also working on pulling together ideas for the 2024 Community Development Tour and asked Committee members to submit ideas for the tour. 2024 is the 50th anniversary of CDBG.

4. *Member Reports*

Nothing to Report

5. *Chair Report*

CDCAC's new Board liaison will be Maureen Coffey.

Meeting adjourned at 8:35pm.